

ILISAGVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: August 14, 2017
Closing Date: Until Filled

POSITION: Academic Assistant
LOCATION: Barrow, Alaska
REPORTS TO: Athletics and Residence Manager
WORK SCHEDULE: Hours may vary
COMPENSATION: \$25.66 DOE + Non-Exempt Temporary Position

JOB DESCRIPTION: Provides in-house and distance delivered tutoring services to Ilisagvik College students; Develops individual tutoring sessions as needed for individual students; Monitors computer lab activity, trains, and assists students to use the computer workstations at designated College locations; Depending on student needs, develop and/or lead certain basic seminars to assist students with their class work; Performs general office administrative duties, including greeting visitors, receiving phone calls, and maintenance of records, databases, and files as needed to track tutoring functions; Complies with College policies, procedures and administrative directives, as well as state, federal and local laws, regulations and ordinances; Compile end of semester/year reports; Foster a positive educational environment for learning; Report any inappropriate behavior of student to the Athletics & Residence Manager; Answer queries of the students related to any subject; Designs and implements exercises and activities to facilitate student's academic improvement; Assist with tutorial program evaluation; Interacts effectively in a multicultural environment and engages in Inupiaq cultural activities in the workplace; and performs other duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): Associate's degree or equivalent; Demonstrated knowledge of basic to intermediate skills in math, reading, writing, and computer literacy; In-depth knowledge of one subject-specific academic area [i.e., math, Inupiaq Studies, science, etc.]; Good oral, written, and interpersonal communication skills; Demonstrated office administrative skills, including Microsoft Word and Excel; Demonstrated ability to work with minimal supervision and to interact effectively in a multicultural environment; Ability to complete a pre-employment background check; Demonstrated experience and knowledge of computer applications; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment, including working with various cultural organizations; Demonstrated stable employment history; and demonstrated ability to maintain confidentiality.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Bachelor's degree or equivalent; Demonstrated experience working with students and /or adult learners; Demonstrated ability to conduct testing, select material, and provide individual or small group instruction; Demonstrated advanced math skills; Demonstrated office management work experience; Valid driver's license; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Inupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAGVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723

ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]
-Ilisagvik College is a Drug Free Work Place and Equal Opportunity Employer-